

MORALE, WELFARE & RECREATION DEPARTMENT
JOB OPPORTUNITY
COMPETITIVE VACANCY ANNOUNCEMENT

ALL INTERESTED APPLICANTS SHOULD MAIL OR FAX

SF-171, OF 612 or RESUME TO:

MORALE, WELFARE & RECREATION DEPARTMENT
NAVAL SUPPORT ACTIVITY WASHINGTON
NAVAL DISTRICT WASHINGTON ANACOSTIA ANNEX
2770 ENTERPRISE WAY, S.W., SUITE 106
WASHINGTON, D.C. 20373-5823
TEL. # (202) 433-0804
FAX # (202) 433-5045

POSITION: CATERING MANAGER
NF-1101-03
REGULAR FULL-TIME

ANNOUNCEMENT #: 03-020

SALARY: \$25,000 – \$35,000 per annum

OPENING DATE: 12 MAY 2003
CLOSING DATE: UNTIL FILLED

LOCATION: CATERING AND CONFERENCE CENTER, NAVAL SUPPORT
ACTIVITY WASHINGTON, WASHINGTON DC

AREA OF CONSIDERATION: *All qualified applicants within commuting distance of Naval Support Activity Washington, Washington, D.C.*

BRIEF DESCRIPTION OF DUTIES: Plans special events such as membership affairs, command functions, cultural events, balls, etc. Meets with clients, discusses requirements such as date, number of guests, occasion, and explains services offered, i.e. room, decorations, menu, entertainment, etc. Makes recommendations, if needed. Costs function, prepares contract, signs and obtains clients signature deposits, if required. Coordinates food and beverage needs with appropriate club personnel. Arranges required supplies, decorations, equipment, and personnel. Maintains private party book and contract file. Follow-up with client evaluation of services rendered. May promote catering program. May prepare private party brochures and advertising material. May establish catering prices. May supervise private party personnel. Performs other related duties as assigned.

QUALIFICATIONS: Three years experience that demonstrates knowledge of standardized mess/club or comparable food service and beverage practices and procedures, pricing, and ability to coordinate with various work stations to satisfy customer catering and party requirements. Skills necessary to assist customers in planning delivery of services. Knowledge of methods and procedures for purchasing required food products, including proper storage to prevent spoilage and pilferage. Ability to prepare reports and complete simple contractual arrangements.

"The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factor. Reasonable accommodations will be made for qualified applicants or employees with disabilities. The decision on granting reasonable accommodation will be on a case-by-case basis."